APPARATUS AND METHOD FOR COLLECTING FLAT AND LETTER UNITS

AN APPLICATION FOR

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By

Neal J. Middelberg
Apex, North Carolina

Gerard A. DeRome, Jr.
Cary, North Carolina

Edward J. Kapturowski
Apex, North Carolina

Ronald J. Mich
Zebulon, North Carolina

Robert B. Bennett
Raleigh, North Carolina

Dale R. Curry
Apex, North Carolina

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Paige E. Snyder
Paige E. Snyder

Description

APPARATUS AND METHOD FOR COLLECTING FLAT AND LETTER UNITS

Cross-Reference to Related Application

This nonprovisional application claims the benefit of U.S. Provisional Application No. 60/315,532, filed August 29, 2001, the disclosure of which is incorporated by reference herein in its entirety.

Technical Field

The present invention is directed to the handling of both flat and letter units or sets of flat and letter units. More particularly, the present invention is directed to an apparatus and method capable of being selectively adjusted or converted such that either flat or letter units can be handled by the same apparatus.

Background Art

Many types of systems are known for effecting material handling and processing operations, particularly in the case of materials consisting of sheet or sheet-like material units such as documents, mail pieces, inserts, papers, envelopes, and the like. These systems are often arranged in a series of different apparatuses or devices that perform specific handling and/or processing

operations. Such operations can include bulk loading, singulating, registering, sorting, staging, accumulating, folding, printing, shearing, merging, envelope stuffing, envelope wetting, envelope sealing, and combinations thereof. Moreover, the systems define one or more flow paths for one or more streams of material units or sets of material units. Given that many different operations can be performed on one or more streams of material units, the various operations and their respective apparatuses must be coordinated through timing and synchronization while maintaining a commercially acceptable level of throughput.

In some of these operations, two or more sheet streams must be merged into a single stream. One example is the processing of two-up material, which typically is provided on a 17 inch continuous roll. The width of the roll is such that two 8.5 x 11 inch printed pages are disposed in adjacent relation to each other. Several side-by-side pairs of such pages are contained in succession along the length of the roll. The pages are individualized in separate sheets and sheet streams by using one or more cutting devices.

A staging module is typically used whenever an application requires that one or more sheets in one or more process streams be paused or held for a certain period of time while other operations are performed, initialized, or reset. In operations such as those briefly described above, the use of a staging module can be useful for assisting in the synchronization of the various operations being conducted on the sheets.

Material units such as document sheets can be categorized as being either “flats” or “letters.” In this context, a flat unit is a material unit that remains planar at the end of each processing operation---that is, the unit is not folded. A letter unit, on the other hand, is folded one or more times by some form of a

folding apparatus. Conventional sheet handling systems require two separate and distinct modules to handle flats and letters, respectively. This is largely due to the fact that flats and letters are dimensionally different from each other and is especially true with regard to staging, accumulating, and collecting modules. Indeed, flats and letters are conventionally handled by two entirely separate handling systems. For material unit processing sites that conduct processing jobs on both flat and letter-type units, the deployment of separate modules and/or systems requires a large overall machine footprint and thus costly floorspace.

An apparatus that functions as a document collector, diverter and stager is disclosed U.S. Patent No. 5,899,453, commonly assigned herewith and the contents of which are incorporated herein. The apparatus is capable of collecting sheet articles, selectively diverting or advancing the collected sheet articles, and holding or staging the advanced sheet articles until a predetermined time when they are then selectively further advanced to a downstream module such as an envelope inserter. First and second stages include transport mechanisms for advancing sheet articles through the apparatus. Each transport mechanism includes a pair of rotation members such as endless belts or chains that rotate around arrangements of rollers. Each pair of rotation members are driven independently from the other pair, so that sheet articles in each stage can be processed selectively and independently of the other stage. For instance, as sheet articles in the second stage are being advanced therefrom, sheet articles could be collecting in the first stage, or a collected stack of sheet articles could be held or staged in the first stage. In a preferred embodiment, plastic chains are provided with plastic lugs attached thereto for engaging the sheet articles.

An example of a suitable lightweight chain and lug arrangement is disclosed in U.S. Patent No. 5,806,659, commonly assigned herewith and the contents of which are incorporated herein. The sheet articles processed by the apparatus disclosed in U.S. Patent No. 5,899,453 can be either folded or unfolded. The apparatus, however, does not provide a means for adjusting between a flats mode specifically designed to handle unfolded articles and a letters mode specifically designed to handle folded articles.

It would therefore be advantageous to provide a unitary module or apparatus that is capable of handling both flats and letters without adversely affecting the efficiency of the processing jobs to be conducted. Such an apparatus would reduce the footprint required at the processing site, and be easily adjustable or convertible between the two modes of operation, i.e., between flat and letters processing. Moreover, such an apparatus should be compatible with existing upstream and downstream modules ordinarily provided with sheet handling systems.

The present invention, as described and claimed hereinbelow, addresses these and other problems associated with the handling of different types of material units.

Disclosure of the Invention

The present invention provides an apparatus and method for collecting material in two modes of operation, flats and letters, without any degradation in performance when compared to a conventional apparatus operating in only one mode. By providing the means for a minor adjustment or adjustments by the user, the apparatus can be transformed from a two-stage device, which is

optimal for the folded letter mode of operation, to a one-stage device, which is optimal for the flats mode of operation. The present invention thus combines features of both flats and letters collector modules. As a result, the setup time between a letters and flats processing job is greatly reduced, and the overall footprint is optimized. In addition, costs relating to equipment, maintenance and labor are reduced.

According to one embodiment of the present invention, a collector apparatus is adapted for handling flat and letter units. The apparatus comprises a first staging area, a second staging area generally disposed downstream from the first staging area, a third staging area, and a conveying device. The first staging area comprises a first staging surface and a first stage transport assembly, and the second staging area comprises a second staging surface and a second stage transport assembly. The third staging area comprises at least a portion of the second stage transport assembly. The conveying device is adjustable between a flats mode position and a letters mode position. In the letters mode position, a first material flow path is defined through the first and second staging areas. In the flats mode position, a second material flow path is defined through the third staging area.

According to another embodiment of the present invention, the first stage transport assembly comprises a movable first endless member and the second stage transport assembly comprises a movable second endless member. Each endless member includes one or more pusher elements. The endless members are situated with respect to each other such that a pusher element of the first endless member initiates transport of a material unit through the second staging area, and in effect hands off the material unit to a pusher element of the second

endless member. The pusher element of the second endless member continues the transport of the material unit through the second staging area. This function can be facilitated by having the first endless member share a common axis of rotation with the second endless member.

In effect, the third staging area of the collector apparatus is the sole staging area available when the collector apparatus has been converted into the flats mode position. The third staging area can be defined by one or more components of the first and/or second staging areas, depending on the size of the flat units to be processed by the collector apparatus. In one configuration, the third staging area is defined in part by a pusher element movable by the first stage transport assembly. In another configuration, the third staging area comprises a pusher element movable by the first stage transport assembly as well as a pusher element movable by the second stage transport assembly. In this configuration, the pusher element of the first stage transport assembly first engages a flat unit to advance that unit forward, and then hands off the flat unit to the pusher element of the second stage transport assembly. In yet another configuration, the third staging device comprises only a pusher element movable by the second stage transport assembly.

According to yet another embodiment of the present invention, the conveying device comprises a retractable first conveying assembly. The retractable first conveying assembly is extended over at least a portion of the first staging surface at the flats mode position of the conveying device, and is retracted to expose the first staging surface at the letters mode position.

According to still another embodiment of the present invention, the collector apparatus comprises an input device operatively communicating with an

upstream end region of the first staging area at the letters mode position, and operatively communicating with an upstream end region of the third staging area through the conveying device at the flats mode position. The input device can form a part of, or at least be in operative communication with, an upstream material unit processing device.

According to a further embodiment of the present invention, a biasing component such as a constant-force spring is used to bias the retractable first conveying assembly toward the flats mode position.

According to a yet further embodiment of the present invention, the conveying device comprises a material unit guiding component that is adjustable between the flats mode position and the letters mode position. In the letters mode position, the guiding component is disposed at a first elevation at which the guiding component is adapted to at least partially define the first material flow path. In the flats mode position, the guiding component is disposed at a second elevation that is higher than the first elevation.

According to a still further embodiment of the present invention, a material unit collector apparatus is adapted for alternately handling flat and letter units. The apparatus comprises a first staging area, a second staging area generally disposed downstream from the first staging area, and an adjustable transport assembly. The first staging area comprises a first staging surface and a first stage transport assembly, and the second staging area comprises a second staging surface and a second stage transport assembly. The adjustable transport assembly comprises a lower transport subassembly that is adjustable between a flats mode position and a letters mode position. The lower transport subassembly includes a lower conveying element that operatively engages a

front rotatable element and a rear rotatable element. The front rotatable element is disposed above the first staging surface and is generally horizontally adjustable between the flats mode and letters mode positions. The rear rotatable element is disposed below the first staging surface and is generally vertically adjustable between the flats mode and letters mode positions.

According to an additional embodiment of the present invention, a material unit handling system comprises an upstream material unit processing device and a material unit collector apparatus. The material unit collector apparatus comprises a staging area that includes an upstream region and a downstream region, and a conveying device that is adjustable between a flats mode position and a letters mode position. In the letters mode position, the conveying device provides a first material flow path running from the upstream material unit processing device and through the staging area. In the flats mode position, the conveying device provides a second material flow path running from the upstream material unit processing device through the downstream region of the staging area and bypassing the upstream region of the staging area. In a further embodiment, the system comprises a downstream material unit processing device that communicates with the first material flow path in the letters mode position, and alternatively communicates with the second material flow path in the flats mode position.

According to another aspect of the present invention, a method is provided for converting a collector apparatus between a letters mode of operation and a flats mode of operation. A collector apparatus is provided that comprises a first staging area, a second staging area generally disposed downstream from the first staging area, a third staging area comprising at least a

portion of the second staging area, and an adjustable conveying element. The adjustable conveying element is moved between a letters mode position and a flats mode position. The letters mode position causes sheet articles to operatively flow into the first staging area. The flats mode position causes sheet articles to operatively flow into the third staging area. Depending on which mode of operation (flats or letters) is to be implemented by the collector apparatus and whether the collector apparatus needs to be changed or reset from one mode to the other mode, the adjustable transport assembly can be set to either the letters mode position or the flats mode position. The method thus encompasses converting the collector apparatus from the letters mode to the flats mode and likewise from the flats mode to the letters mode.

The adjustable transport assembly can be set to the letters mode position by lowering a rotatable member to a lower position, moving another rotatable member to an upstream region of the first staging area, and/or retracting an endless member rotatable about the rotatable members, thereby enabling sheet articles to be transported across a first staging surface of the first staging area.

The adjustable transport assembly can be set to the flats mode position by raising the first rotatable member to an upper position, moving the second rotatable member to a downstream region of the first staging area, and/or extending the endless member over at least a portion of the first staging area.

If a conversion from one mode of operation to the other mode of operation is desired during the course of operating the collector apparatus, the steps performed for setting the adjustable transport assembly to one of the modes of operation can be alternated with the steps performed for setting the adjustable transport assembly to the other mode of operation.

According to yet another aspect of the present invention, a method is provided for transporting letter units and/or one or more stacks of letter units through a collector apparatus. A collector apparatus is provided that comprises a first staging area, a first stage transport assembly operative within the first staging area, a second staging area generally disposed downstream from the first staging area, a second stage transport assembly operative within the second staging area, a third staging area comprising at least a portion of the second stage transport assembly, and an adjustable conveying element. The adjustable conveying element is set to a position at which the first stage transport assembly can operatively engage letter units. A letter unit is caused to enter the first staging area and become engaged with the first stage transport assembly. The first stage transport assembly is caused to transport the letter unit into the second staging area and become engaged with the second stage transport assembly.

According to still another aspect of the present invention, a method is provided for transporting flat units and/or one or more stacks of flat units through a collector apparatus. A collector apparatus is provided that comprises a first staging area, a first stage transport assembly operative within the first staging area, a second staging area generally disposed downstream from the first staging area, a second stage transport assembly operative within the second staging area, a third staging area comprising at least a portion of the second stage transport assembly, and an adjustable conveying element. The adjustable conveying element is caused to transport a flat unit into the third staging area. The flat unit is caused to become engaged with the second stage transport assembly.

According to any of the methods disclosed herein for handling letter-type sheet articles, individual sheet articles and/or stacks thereof can be collected and/or staged in either of the first and second staging areas, as well as transported into and out from either staging area. For instance, sheet articles can be sequentially introduced into the first staging area and collected into a first stack therein. The first stack can then be transferred into the second staging area, and staged or held in the second staging area for a predetermined period of time. A second stack can then be collected into the first staging area, while the first stack is either staged in the second staging area or being transported out from the second staging area. Once a predetermined number of sheet articles have been collected into the second stack in the first staging area, the second stack can be transferred into the second staging area after the second staging area has been cleared of the first stack.

If, on the other hand, the collector apparatus has been set to handle flat-type sheet articles, all such sheet articles will be processed in a single staging area, which is referred to herein as the third staging area since this stage does not necessarily directly correspond to either the first of the second staging areas. Such processing likewise can encompass collecting, staging, and transporting one or more sheet articles in this third staging area.

It is therefore an object of the present invention to provide a collector apparatus and method capable of handling both flat and letter-type material units.

It is another object of the present invention to provide a collector apparatus and method capable of being easily adjusted between flats and letters modes of operation.

It is yet another object of the present invention to provide a collector apparatus and method capable of operating as either a single-stage or multi-stage apparatus.

These objects are achieved, in whole or in part, by the apparatus and method of the invention described herein.

Some of the objects of the invention having been stated hereinabove, other objects will become evident as the description proceeds when taken in connection with the accompanying drawings as best described hereinbelow.

Brief Description of the Drawings

Figure 1 is a side elevation view of a collector apparatus provided according to the present invention;

Figure 2 is a side elevation view of a chain including pushing and registering elements, which is suitable for use in the collector apparatus illustrated in Figure 1;

Figure 3 is a top plan view of a section of the collector apparatus illustrated in Figure 1;

Figure 4A is a side elevation view of the collector apparatus illustrated in Figure 1 in the letters mode position;

Figure 4B is a perspective view of the collector apparatus illustrated in Figure 4A;

Figure 4C is a top view of the collector apparatus illustrated in Figure 4A;

Figure 5A is a side elevation view of the collector apparatus illustrated in Figure 1 in the flats mode position;

Figure 5B is a perspective view of the collector apparatus illustrated in Figure 5A;

Figure 5C is a top view of the collector apparatus illustrated in Figure 5A;

Figure 6A is a side elevation view of the collector apparatus illustrated in Figure 4A wherein each stage of the apparatus has a stack of sheets registered therein and further showing the flow of a sheet article into the apparatus;

Figure 6B is a side elevation view of the collector apparatus illustrated in Figure 6A wherein the stack of sheets in the second stage is being transported out from the apparatus;

Figure 6C is a side elevation view of the collector apparatus illustrated in Figure 6A wherein the stack of sheets in the first stage is being transferred into the second stage;

Figure 7A is a side elevation view of the collector apparatus illustrated in Figure 5A wherein a stack of sheets is registered in the second stage of the apparatus;

Figure 7B is a side elevation view of the collector apparatus illustrated in Figure 7A wherein the stack of sheets is being transported out from the apparatus;

Figure 8 is a side elevation view of the collector apparatus illustrated in Figure 1, in which the details of an exemplary transmission system are provided;

Figure 9 is a schematic view of a mail processing system according to the present invention in which the collector apparatus illustrated in Figures 1 – 8 is incorporated;

Figure 10 is a schematic view of another mail processing system according to the present invention in which the collector apparatus illustrated in Figures 1 – 8 is incorporated; and

Figure 11 is a schematic view of yet another mail processing system according to the present invention in which the collector apparatus illustrated in Figures 1 – 8 is incorporated.

Detailed Description of the Invention

Referring now to Figure 1, a combined flats and letters collector apparatus, generally designated **10**, is illustrated in accordance with the present invention. Broadly stated, collector apparatus **10** includes a suitable input device, generally designated **20**; a first staging area, generally designated **40**; a second staging area, generally designated **80**; an exit device, generally designated **120**; and an adjustable transport assembly, generally designated **150**. Although not specifically shown for clarity, it will be understood by persons skilled in the art that collector apparatus **10** includes a suitable form of a main structural frame with respect to which the above-described assemblies and areas are disposed and arranged.

As will be further understood but not specifically shown, collector apparatus **10** preferably includes (or communicates with) a suitable form of electronic control circuit that coordinates and controls the respective operations of one or more assemblies or devices associated with collector apparatus **10** and the job processing system in which collector apparatus **10** operates. The control functions are typically implemented through the use of electrical conduits adapted for sending and receiving signals to and from the control circuit and

various locations or devices of collector apparatus **10**. Moreover, the control methodology typically involves the use of various sensors designed to monitor the positions of the devices associated with collector apparatus **10** and provide feedback signals to the control circuit, as well as sensors designed to monitor the position of material units (e.g., sheet articles) as they reach or pass various points along the course of collector apparatus **10**. Examples of the use of optical-type sensors in the environment of material unit handling are provided in U.S. Patent Application No. 09/508,876, commonly owned herewith, and the disclosure of which is incorporated herein by reference.

As described in more detail hereinbelow, collector apparatus **10** is selectively operable in one of two modes, the first mode being the letters mode and the second mode being the flats mode. In the letters mode, at least two staging areas are defined and utilized, while in the flats mode one staging area is utilized. For many sizes of flat units, the sole staging area utilized is different in definition from either of the two staging areas associated with the letters mode. It will also become readily evident that collector apparatus **10** is adjustable between the flats and letters modes.

In the exemplary embodiment shown in Figure 1, input device **20** includes an upper roller **23** and a lower roller **25** that cooperatively form a nip therebetween, and through which material units to be processed by collector apparatus **10** are driven. Upper roller **23** rotates about an upper axis (e.g., an axle) **23A** and lower roller **25** rotates about a lower axis **25A**. In the present example, upper axis **23A** is connected to a motor (not shown) such that upper roller **23** drives lower roller **25**. Inasmuch as the module immediately upstream of collector apparatus **10** can be a folder apparatus (not shown), input device **20**

could form a part of such folder apparatus. For example, input device **20** might constitute the output device of the folder apparatus. An example of a folder apparatus is disclosed in U.S. Patent No. 6,247,691, commonly owned herewith.

First staging area **40** includes a first staging surface **43** (or at least a portion thereof) on or over which letters are transported. First staging area **40** also includes a first stage transport assembly, generally designated **50**, of which a first conveying member **53** forms a part. First conveying member **53** preferably constitutes one or more endless elements, such as belts or chains, that engage several rotatable elements **55A–55D** such as rollers and/or sprockets. At least one of rotatable elements **55A–55D** constitutes the driving element, while other rotatable elements **55A–55D** can be idler elements. In the present embodiment, the driving element is rotatable element **55A** and is powered by a motor **57** (see Figure 8) through a suitable transmission mechanism (not specifically shown). A chain tensioning device **58** operatively engages at least one of the driven rotatable elements (rotatable element **55B** in the present example) to maintain and adjust the proper amount of tension in first conveying member **53**. It will be understood that first conveying member **53** can constitute one or more such endless elements that are spaced over the width of first staging area **40**, when considered from the perspective of the side view of Figure 1 (i.e., when considered along the direction perpendicular to the drawing sheet of Figure 1). Preferably, first conveying member **53** comprises a pair of spaced endless members. A similar arrangement is disclosed in commonly assigned U.S. Patent No. 5,899,453.

Figure 2 illustrates one preferred embodiment of a length of a suitable endless element (or one of two or more endless elements) constituting first

conveying member **53**, in which a plastic chain **61** is provided. It will be understood, however, that a material other than a plastic could be selected for the endless element. One or more suitable pusher pins **63A** and **63B** or other types of sheet-driving elements are attached to chain **61**. In addition, one or more suitable stop pins **65A** and **65B** or other types of registration elements are attached to chain **61**. Stop pins **65A** and **65B** are preferably spaced along the length of chain **61** so as to register a material unit or set of material units (e.g., folded letters) having first been transported into first staging area **40**. It will be understood, however, that the registration elements could be provided in other forms that are not connected to chain **61** in this manner. One alternative example is to provide retractable registration elements that are suitably positioned and supported by the frame of collection apparatus **10**. Pusher pins **63A** and **63B** and stop pins **65A** and **65B** move with first conveying member **53**, and thus rotate along the cyclical path defined by first conveying member **53**. In this manner, pusher pins **63A** and **63B** and stop pins **65A** and **65B** are "active" when protruding above the plane defined by first staging surface **43** (see, e.g., Figures 1 and 6A). When any given set of pusher pins **63A** and **63B** and stop pins **65A** and **65B** rotate with first conveying member **53** around rotatable element **55D**, pusher pins **63A** and **63B** and stop pins **65A** and **65B** move below the plane of first staging surface **43** and are, in effect, "retracted" or "inactive" until rotating around rotatable element **55C** to return to the upstream end of first staging area **40**. As best shown in the top views of Figures 3, 4C, and 5C, longitudinal openings **68A** and **68B** are provided in first staging surface **43** through which pusher pins **63A** and **63B** and stop pins **65A** and **65B** can

protrude above first staging surface **43** in order to carry out their respective functions on material units.

Referring back to Figure 1, second staging area **80** is similar in arrangement to first staging area **40**. Second staging area **80** thus includes a second staging surface **83** (or at least a portion thereof) on or over which letters or flats are transported. Second staging surface **83** can be contiguously integrated with first staging surface **43** such that first staging surface **43** and second staging surface **83** are co-planar, or second staging surface **83** can be provided as a physically separate surface. Second staging area **80** likewise includes a second stage transport assembly, generally designated **90**, of which a second conveying member **93** forms a part. Second conveying member **93** also preferably constitutes one or more endless elements, such as belts or chains, that engage several rotatable elements **95A-95D** such as rollers and/or sprockets. At least one of rotatable elements **95A-95D** constitutes the driving element, while other rotatable elements **95A-95D** can be idler elements. In the present embodiment, the driving element is rotatable element **95A** and is powered by a motor **97** (see Figure 8) through a suitable transmission mechanism (not specifically shown). A tensioning device **98** operatively engages at least one of the driven rotatable elements (rotatable element **95B** in the present example) to maintain and adjust the proper amount of tension in second conveying member **93**. As in the case of first conveying member **53**, it will be understood that second conveying member **93** can constitute one or more such endless elements that are spaced over the width of second staging area **80**, again when considered from the perspective of the side view of Figure 1. As in the case of first conveying member **53**, it is preferred that second conveying

member **93** comprise a pair of spaced endless members. A similar arrangement is disclosed in commonly assigned U.S. Patent No. 5,899,453.

One preferred embodiment of a length of a suitable endless element (or one of two or more endless elements) constituting second conveying member **93** is given by referring back to Figure 2, wherein analogous reference numerals corresponding to second conveying member **93** are designated parenthetically. Accordingly, second conveying member **93** can include a plastic chain **101** to which one or more pusher pins **103A** and **103B** and stop pins **105A** and **105B** are attached. It will be understood, however, that the respective lengths of chains **61** and **101** of first and second conveying members **53** and **93** are not necessarily the same, nor are the respective quantities of pusher pins **63A** and **63B** and stop pins **65A** and **65B** necessarily the same as pusher pins **103A** and **103B** and stop pins **105A** and **105B**. As shown in Figures 4C and 5C, longitudinal openings **108A** and **108B** are provided in second staging surface **83** through which pusher pins **103A** and **103B** and stop pins **105A** and **105B** protrude.

As indicated hereinabove, a suitable construction for the endless elements constituting first and second conveying members **53** and **93** is disclosed in commonly assigned U.S. Patent No. 5,806,659. U.S. Patent No. 5,806,659 discloses as one embodiment a plastic chain comprising a series of substantially parallel rollers maintained in a spaced-apart relationship by a series of interconnected link plates. The link plates are pivotally attached to the opposing ends of the rollers and on each lateral side of the rollers to form pairs of opposing link plates interconnecting adjacently disposed rollers. Lugs are provided in the form of opposing plates, and serve as either pusher pins or stop

pins such as shown in Figure 2 of the present invention. The lugs are attached to the chain either by being connected to some of the link plates or by being connected directly to the rollers in the place of certain link plates. As will be appreciated by those skilled in the art, each lug, whether functioning as a pusher pin or a stop pin, can be repositioned at different locations in relation to the staging areas. This is one method by which chains, when utilized in first and second conveying members **53** and **93** of the present invention, can be modified to accommodate different sizes of sheet articles such as flat and letter units. In other cases, however, such accommodation can be adequately effected by adjusting the respective speeds of first and second conveying members **53** and **93**. Homing sensors can be provided to monitor the positions of one or more of the pusher and/or stop pins based on form length and for optimal performance.

In some uses of the present invention, it is contemplated that the respective positions of pusher pins **63A** and/or **63B** and stop pins **65A** and/or **65B** of first conveying member **53** could be adjusted to accommodate changes in form length of letter units, but that the respective positions of pusher pins **103A** and **103B** and stop pins **105A** and/or **105B** of second conveying member **93** would not ordinarily be adjusted for either letter units or flat units. That is, the "home" position of the second stage of collector apparatus **10** will always remain the same. In Figure 1, for example, the home position corresponds to the position of stop pin **105B** at or near the rotational axes of upper and lower exit rollers **123** and **125**. This illustrated home position has been found to be suitable for all typical jobs to be processed using collector apparatus **10**.

The respective positions of first conveying member **53** and second conveying member **93** are illustrated in Figure 3, which shows certain details of

one longitudinal half section of collector apparatus **10**. It can be seen, both from the side view perspective of Figure 1 and from the top view of Figure 3, that first conveying member **53** is laterally adjacent to second conveying member **93** at the interfacial region of first and second staging areas **40** and **80**. This arrangement is advantageous when first and second conveyor members **53** and **93** are provided in the form illustrated in Figure 2, i.e., as endless elements **61** and **101** with one or more sets of pusher pins **63** and **103** and stop pins **65** and **105**. The arrangement is particularly advantageous when collector apparatus **10** is operating in the letters mode, during which letters are first transported into first staging area **40** and thereafter transported into second staging area **80**. As pusher pin **63A** (or pair of widthwise spaced pusher pins **63A**) of first conveying member **53** begins to transport a letter (or set or letters) from first staging area **40** into second staging area **80**, pusher pin **63A** of first conveying member **53** in effect passes control of the letter over to pusher pin **103A** of second conveying member **93** in a smoothly executed operation.

Subsequently, pusher pin **63A** of first conveying member **53** moves below the plane of first staging surface **43** while pusher pin **103A** of second conveying member **93** either continues to transport the letter across second staging surface **83** or otherwise holds the letter for a period of time (depending on the particular synchronized sequence of upstream and/or downstream operations being performed at the particular time). For this arrangement to be executed effectively, second conveying member **93** might be required to operate (and preferably does operate) at a faster speed than first conveying member **53**, such that second conveying member **93** accelerates the letter to prevent pusher pin **63A** of first conveying member **53** from possibly damaging the letter as pusher

pin **63A** moves below the plane of first staging surface **43**. As further shown in Figure 3, at the interfacial region between first and second staging areas **40** and **80**, rotatable element **55D** of first stage transport assembly **50** and rotatable element **95C** of second stage transport assembly **90** can rotate about the same axis **111** (e.g., utilize the same axle or shaft). In this latter case, however, axis **111** cannot be the driving axis if first and second conveyor members **53** and **93** are to operate at different speeds.

Referring back to the exemplary embodiment illustrated in Figure 1, exit device **120** of collector apparatus **10** includes a pair of nip rollers such as upper and lower exit rollers **123** and **125**, respectively. If more space is required between collector apparatus **10** and whatever module (not shown) is provided immediately downstream from collector apparatus **10**, a pair of endless members such as upper and lower exit transport belts **127** and **129** can be provided. Upper exit transport belt **127** is wrapped around an upper rotatable element **131A** (which can rotate about the same axis as upper exit roller **123** if desired) as well as other upper rollers such as roller **131B**, while lower exit transport belt **129** is wrapped around a lower rotatable element **133A** (which can rotate about the same axis as lower exit roller **125** if desired) as well as other lower rollers **133B** and **133C**.

In Figure 1, adjustable transport assembly **150** of collector apparatus **10** is shown in both flats and letters mode positions, with phantom lines corresponding to the letters mode position. Adjustable transport assembly **150** comprises an upper transport subassembly, generally designated **160**, and a lower transport subassembly, generally designated **180**. Upper transport subassembly **160** comprises an upper conveying device that includes an upper endless belt **163**.

Upper endless belt **163** is wrapped around a front rotatable element such as an upper nose roller **166** (as best shown in Figure 5A) and a rear rotatable element **169** (which can rotate about the same axis as upper roller **23** of input device **20** if desired). In the present embodiment, upper transport subassembly **160** remains fixed in the position shown in Figure 1, while lower transport subassembly **180** is adjustable in a manner described in more detail hereinbelow.

Lower transport subassembly **180** comprises a lower conveying device that includes a lower endless belt **183**. Lower endless belt **183** is wrapped around a rotatable element such as a lower nose roller **186** and an extension take-up roller **189**. Lower endless belt **183** also engages additional rollers **191**, **193** and **195**. Rotatable element **195** can be positioned to rotate about the same axis as lower roller **25** of input device **20** if desired. In the present embodiment, lower endless belt **183** is generally longer than upper endless belt **163**, as lower endless belt **183** must be able to accommodate the physical adjustment of adjustable transport assembly **150** between the flats and letters modes. At the same time, however, lower endless belt **183** must not appreciably add to the space requirements of collector apparatus **10**. Hence, in the embodiment illustrated in Figure 1, lower endless belt **183** extends along directions having both horizontal and vertical (or near vertical) components. Additionally, a front section **183A** of lower endless belt **183** is generally situated above the plane of first staging surface **43**, while a rear section **183B** of lower endless belt **183** is generally situated below the plane of first staging surface **43**. Front section **183A** of lower endless belt **183** generally extends along a horizontal direction. Rear section **183B** of lower endless belt **183** generally extends along a vertical

direction although, as shown in Figure 1, can extend in a resultant direction that includes both horizontal and vertical components.

Lower nose roller **186** rotates about an axis **201** (e.g., an axle or shaft), and is adjustable between a first position at the downstream end region of first staging area **40** corresponding to the flats mode of operation (as indicated by solid lines in Figure 1) and a second position at the upstream end region of first staging area **40** corresponding to the letters mode of operation (as indicated by phantom lines in Figure 1). For this purpose, axis **201** of lower nose roller **186** is slidably supported in a slot **204A** provided by an upper lateral bracket **204** (it being understood that the other end of axis **201** on the other lateral side of collector apparatus **10** can be similarly supported by an additional upper lateral bracket **204**). Alternatively, as shown in Figures 4A and 5A, lower nose roller **186** and its axis **201** can be supported in another bracket **207** that itself is slidable along slots formed in or through first staging surface **43**. These slots could be provided as longitudinal openings **68A** and **68B** (see Figures 4C and 5C) or could be separate openings. Lower transport subassembly **180** can also include a vertically-oriented back stop **212** (see Figures 4A and 5A) that is movable with lower nose roller **186** to establish the rear or upstream boundary of either first staging area **40** (in the letters mode) or second staging area **80** (in the flats mode).

Take-up roller **189** rotates about an axis **216** (e.g., an axle or shaft), and is adjustable between a first position indicated by solid lines in Figure 1 corresponding to the flats mode of operation and a second, lower position indicated by phantom lines in Figure 1 corresponding to the letters mode of operation. For this purpose, axis **216** of take-up roller **189** is slidably supported

in a slot **219A** provided by a lower lateral bracket **219** (it being understood that the other end of axis **216** on the other side of collector apparatus **10** can be similarly supported by an additional lower lateral bracket **219**). Alternatively, as shown in Figures 4A, 4B, 5A and 5B, take-up roller **189** and its axis **216** can be supported in another bracket **222** that itself is slidable with respect to a slide rail **225**. Preferably, a constant-force spring **228** such as the coiled type shown in Figure 4A is coiled around a pin **231A** attached to a bracket **231** and to bracket **222** so that adjustment of the lower transport subassembly **180** is effected under a constant-force bias. Take-up roller **189** moves between the flats and letters modes in direct correspondence to the movement of lower nose roller **186** between these two modes, such that take-up roller **189** takes up any slack that develops in lower endless belt **183** during adjustment, thereby maintaining the proper tension and operation of lower endless belt **183** in each mode.

Referring to Figures 1 and 5A-5C, adjustable transport assembly **150** can further include a one or more pressure rollers **241A** and **241B** situated generally above the interfacial region of first and second staging areas **40** and **80**. Preferably, pressure rollers **241A** and **241B** are constructed of an elastic, deformable material. Pressure rollers **241A** and **241B** rotate about one or more axles **243** that can be supported by respective arms **245A** and **245B**. In addition, arms **245A** and **245B** can be pivotally supported by one or more pivot members **247** (e.g., a pin or axle) such that pressure rollers **241A** and **241B** can be rotatably adjusted about pivot member **247**. Pressure rollers **241A** and **241B** are adjustable between the flats mode of operation (as indicated by solid lines in Figure 1) and the letters mode of operation (as indicated by phantom lines in Figure 1). In the flats mode, pressure rollers **241A** and **241B** are inactive and

elevated above first and second staging surfaces **40** and **80**. In the letters mode, pressure rollers **241A** and **241B** are lowered (which can include being pivoted about pivot member **247**) into contact either with one of first and second staging surfaces **40** or **80** or with corresponding rollers **249** provided on axis **111** (see Figure 1). In this manner, pressure rollers **241A** and **241B** assist first conveying member **53** and/or second conveying member **93** in transporting letters-type material units through first and second staging areas **40** and **80**, by suitably bearing down on the material units as they pass into second staging area **80**.

Adjustable transport assembly **150** can be moved either manually or automatically. Conventional means for automating adjustable transport assembly **150**, such as through the use of suitable actuators, linkages, sensors, controllers, and other structural and/or electronic components, are generally understood in fields of automated machinery.

The method of operation of collector apparatus **10** while in letters mode will now be described with reference being made primarily to Figure 1. Prior to the processing of letters-type material units, adjustable transport assembly **150** is positioned into the letters mode. Chief among the adjustments made to adjustable transport assembly **150** is that of lower transport subassembly **180**. That is, lower transport subassembly **180** is adjusted such that lower nose roller **186** and take-up roller **189** are moved into their respective retracted positions, as indicated by the phantom lines in Figure 1. In this retracted position, first staging area **40** is available for receiving letters from input device **20**. The term "letters" as used herein refers to either one letter or a set of letters. That is, collector apparatus **10** is capable of transporting single letters or two or more letters

together as a stack through input device **20**, first and second staging areas **40** and **80**, and exit device **120**. Similarly, collector apparatus **10** is capable of handling single flats or a stack of flats.

Letters are driven between upper roller **23** and lower roller **25** of input device **20** into first staging area **40**. Depending on the precise arrangement and interrelation of components in the embodiment shown in Figure 1, letters might or might not be driven for a short distance, prior to entry into first staging area **40**, between upper endless belt **163** of upper transport subassembly **160** and lower endless belt **183** of lower transport subassembly **180**. In either case, the rotation of first conveying member **53** is synchronized with that of input device **20** such that the leading edges of the letters will encounter one of stop pins **65A** and **65B** of first conveying member **53** (see Figure 2) and be stopped and registered thereby, upon entry of the letters into first staging area **40**. At this point, depending on the requirements of the particular processing job being executed and of the downstream and/or upstream processes occurring, the letters can be held or "staged" for a period of time in first staging area **40** prior to further transport through collector apparatus **10** for the purpose of synchronizing upstream and/or downstream operations. First conveying member **53** does not rotate during such a staging period. Alternatively, pusher elements of known design could be provided that retract below first staging surface **43** in such a way that first conveying member **53** can continue to rotate without actually contacting the letters residing in first staging area **40**.

Eventually, first conveying member **53** is activated to transport the letters from first staging area **40** into second staging area **80**. This is accomplished by rotating first conveying member **53** such that one or more of its pusher pins **63A**

or **63B** engages the trailing edge or edges of the letter or letters residing in first staging area **40** and pushes the letter or letters into second staging area **80**. One or more of stop pins **105A** or **105B** of second conveying member **93** (see Figure 2) is positioned such that the letters will be registered against stop pin **105A** or **105B** as the letters enter second staging area **80**. Additionally, the rotation of first conveying member **53** is synchronized with that of second conveying member **93** such that, when the letters have been transported in this manner far enough into second staging area **80**, control over the letters will pass from pusher pin **63A** or **63B** of first conveying member **53** to pusher pin **103A** or **103B** of second conveying member **93**. Pusher pin **103A** or **103B** of second conveying member **93** then accelerates the letter far enough into second staging area **80** so as to provide clearance for pusher pin **63A** or **63B** of first conveying member **53** to travel below the plane of first staging surface **43** without damaging the letters. As described hereinabove, the transition of the letters from first staging area **40** to second staging area **80** can be assisted by the downward bearing force provided by pressure rollers **241A** and **241B** which, in the letters mode, assume the position shown by the phantom lines in Figure 1. As in the case of first staging area **40**, at this point, the letters can be staged in second staging area **80** for a period of time prior to further transport through collector apparatus **10** for the purpose of synchronizing with upstream and/or downstream operations. Subsequently, the letters are driven out from second staging area **80** by passing between upper roller **123** and lower roller **125** of exit device **120**. The exit operation can also entail transporting the letters between upper exit transport belt **127** and lower exit transport belt **129** of exit device **120**, if these latter components are provided.

Referring to Figures 6A – 6C, additional examples of the method of operation of collector apparatus **10** while in letters mode are illustrated. In Figure 6A, a single letter **L** is driven between upper roller **23** and lower roller **25** of input device **20** into first staging area **40**, thereby resulting in a stack of letters **L1** being collected in first staging area **40**. Stack of letters **L1** is maintained in front end registration by means of stop pin (or pair of stop pins) **65A**. At the same time, another stack of letters **L2**, having previously been transferred through input device **20** and first staging area **40** in the manner described hereinabove, is being staged in second staging area **80** and is held in front end registration by means of stop pin (or pair of stop pins) **105A**. Stack of letters **L2** can be staged in second staging area **80** until it is desirable to advance stack **L2** out from second staging area **80** to an appropriate downstream location. Similarly, once stack **L2** has exited second staging area **80** and second staging area **80** is thus empty, stack of letters **L1** can be transferred into second staging area **80** from first staging area **40**.

In Figure 6B, a stack of letters **L2** is being advanced in a downstream direction out from second staging area **80** by the urging of pusher pin (or pair of pusher pins) **103B**. Thus, stack **L2** eventually is engaged by upper roller **123** and lower roller **125** of exit device **120** for subsequent downstream transport. This is occurring while single letters **L** are driven through input device **20** and collected into a stack of letters **L1** in first staging area **40**.

In Figure 6C, stack **L1** is being transferred into second staging area **80** from first staging area **40** under the influence of pusher pins **63A**. Stop pins **105B** of second staging area **80** are ready to receive and register the front end of stack **L1** upon its arrival in second staging area **80**.

It thus can be seen that, in letters mode, first staging area **40** is defined at least in part by whichever pusher pin **63A** or **63B** and whichever stop pin **65A** or **65B** engage a letter or stack of letters. Additionally, second staging area **80** is defined at least in part by whichever pusher pin **103A** or **103B** and whichever stop pin **105A** or **105B** engage a letter or stack of letters.

Referring to Figures 1, 7A and 7B, the operation of collector apparatus **10** while in flats mode will now be described. Analogously to use of the term "letters," the term "flats" as used herein refers to either one flat or a set or stack of flats. To position adjustable transport assembly **150** in flats mode, lower transport subassembly **180** is adjusted such that lower nose roller **186** and take-up roller **189** are moved into their respective extended positions, as indicated by the solid lines in Figure 1. In this extended position, it can be seen that lower transport subassembly **180** and its lower endless belt **183** extend over a large portion of first staging area **40**. However, because many types of flat units are greater in length than letter units (see, e.g., Figure 7A), the remaining "exposed" portion of first staging area **40** can be utilized by collector apparatus **10** in the processing of flat-type material units.

As shown in Figures 7A and 7B, adjustment of collector apparatus **10** to the flats mode in effect defines or creates a third staging area, generally designated **200**, that is distinct from first staging area **40** and second staging area **80**. Depending on the lengthwise size of the flat units being processed – that is, the length of a flat unit from its leading edge to its trailing edge – this third staging area can be defined according to one of three configurations. In the first configuration, the third staging area is defined in part by one of pusher pins **63A** and **63B**. In the second configuration, the third staging area is defined in part by

one of pusher pins **63A** and **63B** as well as one of pusher pins **103A** and **103B**. In the second configuration, one of pusher pins **63A** and **63B** "hands off" the flat unit to one of pusher pins **103A** and **103B**. In the third configuration, the third staging area is defined in part by one of pusher pins **103A** and **103B**, but not by pusher pins **63A** or **63B**. In each of the three configurations, the third staging area is further defined by one of stop pins **105A** and **105B**. Thus, in the third configuration, the third staging area can be essentially equivalent to second staging area **80**. It thus can be seen that the third stage is adjustable to accommodate different flat sizes.

Input device **20** drives flats into adjustable transport assembly **150**, which carries the flats into the third staging area as defined hereinabove. Specifically, flats are carried from input device **20** through adjustable transport assembly **150** by being driven between upper endless belt **163** of upper transport subassembly **160** and lower endless belt **183** of lower transport subassembly **180**. In this manner, flats pass over at least a portion of first staging area **40** and are discharged into the third staging area, which can include second staging surface **83** as well as a portion of first staging surface **43**. Pressure rollers **241A** and **241B** are situated in the elevated position indicated by solid lines, and are not employed to handle flats. Second conveying member **93** is synchronized in flats mode with adjustable transport assembly **150** such that the flats will become registered against one of stop pins **105A** or **105B** of second conveying member **93** (see Figure 2) upon entry into the third staging area. At this point, the flats can be staged in the third staging area for a period of time prior to further transport through collector apparatus **10** for the purpose of synchronizing upstream and/or downstream operations. Subsequently, the flats are driven out

from the third staging area by passing between upper roller **123** and lower roller **125** of exit device **120** and, if provided, between upper exit transport belt **127** and lower exit transport belt **129** of exit device **120**.

It will be understood that if the module immediately upstream of collector apparatus **10** is a folder unit, the folder unit can be configured to permit flats to pass therethrough without being folded into letters when collector apparatus **10** is operating in flats mode.

Referring to Figures 7A and 7B, additional examples of the method of operation of collector apparatus **10** while in flats mode are illustrated. In Figure 7A, a single flat **F** has been introduced into adjustable transport assembly **150** by input device **20**. As described hereinabove, adjustable transport assembly **150** is configured in flats mode so that flat **F** passes over at least a portion of first staging area **40**. Accordingly, flat **F** is driven between upper endless belt **163** and lower endless belt **183** of adjustable transport assembly **150** into the third staging area, thereby resulting in a stack of flats **F1** being collected in the third staging area. Stack of flats **F1** can be staged in the third staging area until it is desirable to advance stack **F1** out from the third staging area to an appropriate downstream location.

For many form lengths, and particularly the longer form lengths, adjustable transport assembly **150** can drive flats far enough into the third staging area so as to bring stack of flats **F1** into front end registration against stop pin (or pair of stop pins) **105A**. In addition, pusher pin **63A** of the first stage can be primarily responsible for driving stack of flats **F1** into the nip of exit device **120**. Thus, in many cases, pusher pin **103B** of the second stage plays an ancillary role.

In other cases, and particularly when shorter form lengths are being processed, the function of pusher pin **103B** in moving stack of flats **F1** in the downstream direction is more significant. In Figure 7B, for example, stack of flats **F1** is being advanced in a downstream direction out from the third staging area by the urging of pusher pin (or pair of pusher pins) **103B**. Thus, stack **F1** eventually is engaged by upper roller **123** and lower roller **125** of exit device **120** for subsequent downstream transport.

As can be appreciated by those of skill in the art, collector apparatus **10** can also be employed as an accumulator to accumulate a plurality of single letters fed into first staging area **40** or a plurality of single flats fed into the third staging area. Preferably, some type of sensing device or counting device will be included with collector apparatus **10** at one or more points along the feed direction for these purposes. Sensing or counting devices suitable for use in accumulating-type equipment are known in the art.

As can further be appreciated, collector apparatus **10** is capable of handling flats and letters in both landscape and portrait orientations.

The respective operations of collector apparatus **10** can also be described by referring to Figures 4A – 4C, which illustrate collector apparatus **10** in letters mode, and Figures 5A – 5C, which illustrate collector apparatus **10** in flats mode.

As further illustrated in Figures 4A – 4C and Figures 5A – 5C, adjustable transport assembly **150** can also include an upper mounting assembly, generally designated **260**. Upper mounting assembly **260** comprises two lateral brackets **263A** and **263B** that are affixed to the main frame of collector apparatus **10**. Upper mounting assembly **260** further comprises an adjustable frame assembly **266**, situated between lateral brackets **263A** and **263B**, which is adjustable

between the flats and letters modes by manipulation of a handle **269** attached to adjustable frame assembly **266**. One or more transverse guide members **271A** and **271B** extending from adjustable frame assembly **266** are movably supported in one or more corresponding oblique slots **274A** and **274B** in each of lateral brackets **263A** and **263B**, rendering adjustable frame assembly **266** movable along a generally inclined direction with respect to lateral brackets **263A** and **263B**. In the letters mode shown in Figures 4A – 4C, transverse guide members **271A** and **271B** are respectively located at the lowermost ends of slots **274A** and **274B**. In the flats mode shown in Figures 5A – 5C, guide members **271A** and **271B** are respectively located at the uppermost ends of slots **274A** and **274B**.

Upper mounting assembly **260** also includes arcuate letter guide members **277A** and **277B** on either side of adjustable frame assembly **266**. These letter guide members **277A** and **277B** are adjustable with adjustable frame assembly **266** between the flats and letters modes, but are only used in the letters mode. Thus, in the letters mode shown in Figures 4A – 4C, letter guide members **277A** and **277B** are in a lowered position to provide a smooth guiding surface by which letters entering first staging area **40** are directed downwardly toward first staging surface **43**. On the other hand, in the flats mode shown in Figures 5A – 5C, letter guide members **277A** and **277B** are in an elevated position and do not perform any function on flats traveling through adjustable transport assembly **150**.

As also shown in Figures 4A – 5C, upper mounting assembly **260** includes one or more brushes **281** or sets of brushes **281** that move with adjustable frame assembly **266**. Brushes **281** function to keep down the trailing

edges of letters in first staging area **40**. Additional brushes **283** are supported by the main frame of collector apparatus **10** to prevent flats or letters from backing up in second staging area **80**. Finally, it can be seen that adjustable frame assembly **266** of upper mounting assembly **260** can be used to support pressure rollers **241A** and **241B**, such that pressure rollers **241A** and **241B** are adjusted between the flats and letters modes by manipulating adjustable frame assembly **266** as described hereinabove.

Referring to Figure 8, one example of a means for driving the moving components of upper and lower transport subassemblies **160** and **180** of adjustable transport assembly **150**, as well as output device **120**, is illustrated in which input device **20** provides the driving force. In this example, input device **20** mechanically communicates with upper transport subassembly **160**, lower transport subassembly **180**, and output device **120** through suitable transmission means. As illustrated in Figure 8, the transmission means includes an endless member such as a belt **251** wrapped around rotatable elements **253A – 253D**. Rotatable element **253A** rotates about and is driven by upper axis **23A** of input device **20** and rotatable element **253C** rotates about axis **111**, thereby transmitting power from input device **20** to adjustable transport assembly **150**. In addition, another endless member such as a belt **255** is wrapped around rotatable elements **257A** and **257B**. Rotatable element **257A** rotates about axis **111** and rotatable element **257B** rotates about a lower axis of output device **120**, thereby transmitting power to output device **120**.

Figures 9 – 11 refer to non-limiting examples of mail processing or document handling systems, generally designated **300**, **330** and **340**, respectively, in which collector apparatus **10** can be operationally integrated.

Referring to Figure 9, system **300** includes an accumulator/folder/collector module **302** that incorporates collector apparatus **10**. A cutter/read module **304** and a hold module **306** are situated upstream of accumulator/folder/collector module **302**. Cutter/read module **304** cuts a continuous stream of material into singularly-sized material units. A bulk loading device could be included with (or a bulk loading function could be implemented by) any one of these upstream modules. Each material unit constitutes, for example, a page of printed matter such as invoice information. Cutter/read module **304** can also use a suitable optical or image recognition system to read certain identifying information off each material unit, such as a bar code or address block, in order to logically associate a set of cut material units according to, for example, the mail recipient of such material units. This information can be used by the electronic control circuitry throughout the job being performed by system **300**, in order to determine how the various modules and assemblies of system **300** operate on the set of material units being processed. Hold module **306** is essentially a staging device. Accumulator/folder/collector module **302** performs several functions. The accumulator portion accumulates several material units into a single stack. The folder portion is situated immediately downstream from the accumulator portion, and folds each material unit or entire set of material units according to a standard configuration such a z-fold, letter fold and so on, when collector apparatus **10** is operating in the letters mode. When, on the other hand, collector apparatus **10** is operating in the flats mode, the folder portion is adapted to permit the flats to pass through its rollers without being folded. The collector portion is situated immediately downstream from the folder portion, and is where collector apparatus **10** is situated according to the present invention.

In the system shown in Figure 9, a mail inserter assembly, generally designated **308**, is positioned downstream from accumulator/folder/collector module **302** and receives the output from collector apparatus **10**. Examples of mail inserter assemblies are disclosed in U.S. Patent Nos. 5,125,214 and 5,823,521, commonly owned herewith. Mail inserter assembly **308** includes a plurality of insert hoppers **H1-H12** that add various types of insert material to the stream of material units passing thereby. The electronic control circuitry associated with system **300** uses the information obtained by cutter/read module **304** to determine which, if any, insert materials are to be added to the material stream. Inserter assembly **308** further includes a diverter module **310** to handle rejected materials, an envelope hopper and feeding module **312**, and an envelope stuffer **314** that inserts a logical set of material units and inserts into an envelope. One or more computer units **C1** and **C2** are also provided in system **300** to enable peripheral interface with a system operator. Stuffed envelopes then enter a turnover module **316**, which may be necessary for turning the envelopes over in preparation for being sealed by a sealing unit **318** positioned downstream. After each envelope is sealed, it is transported across a bridge **320** to a postage meter **322**. Postage meter **322** weighs each envelope, determines the appropriate amount of postage to be charged, and prints the postage on the envelope according to a standard postage symbology. If envelope stuffer **314** is bypassed or not provided, the material units can be passed to a finishing station **324** that carries out an appropriate finishing operation if needed. By way of example, finishing station **324** could comprise a stitcher, a booklet maker, a perfect binder, a collator, and/or a shrink wrapper. A conveyor assembly **326** can be positioned to receive the output from finishing

station **324** to transport the envelopes to an appropriate location within the job site.

Referring to Figure 10, system **330** is similar to system **300** in Figure 9. In Figure 8, however, system **330** includes a turnover sequencing module **332** to effect a right-angle turn of the material stream prior to entry into accumulator/folder/collector module **302**. Examples of systems in which sheets must be physically turned in order to effect a change in conveying direction are disclosed in U.S. Patent Nos. 5,362,039 and 5,439,208. Figure 10 also shows that different or additional postage meters **322A** and **322B** can be used.

Referring to Figure 11, system **340** is similar to system **330** in Figure 10, except that system **340** substitutes a right-angle staging apparatus **342** in the place of turnover sequencing module **332** of system **330**. Right-angle staging apparatus **342** can provide several advantages over turnover sequencing module **332**, depending on the specific circumstances of the job to be executed. As one advantage, right-angle staging apparatus **342** does not physically turn material units over. Instead, the material units handled by right-angle staging apparatus **342** are converted from landscape to portrait configuration, or vice versa. Right-angle staging apparatus **342** according to certain novel embodiments is disclosed in U.S. Patent Application No. 09/568,876, commonly owned herewith, the disclosure of which is incorporated herein by reference.

It can therefore be seen from the foregoing description that the invention provides a collector apparatus that is easily adjustable to process either flats as a single-stage device or letters as a multi-stage device, and further provides a method for carrying out flats processing, letters processing, and the conversion from one mode of operation to the other mode of operation. The invention can

be implemented in-line as part of a material processing system, thereby rendering the processing system likewise capable of handling both flats and letters. Moreover, the invention is compatible with existing or conventional upstream and downstream equipment.

It will be understood that various details of the invention may be changed without departing from the scope of the invention. Furthermore, the foregoing description is for the purpose of illustration only, and not for the purpose of limitation—the invention being defined by the claims.